

# Rohit Soni



## Professional Summary

Hey, I'm who you are looking for!  
A collaborative and value driven professional with plus 4.5 plus years of strong background in Financial services mainly Order to Cash. From a service perspective , I believe in following a customer centric , objective focused , data driven strategic approach. Further believing that through focused systematic and empathetic team work all objectives can be achieved.



## Employment history

### Accounts Receivable Analyst, SoftwareOne India Pvt. Ltd. Gurgaon, Haryana Jul. 2020 – Present

- Review ordering documents to confirm details are correctly entered into the system.
- Generates Invoices in Microsoft Navision and emails to the assigned billing contacts.
- Delivers invoices through various electronic platforms - Tungsten, Ariba, Coupa, Catalyst.
- Monitors and respond to incoming customer billing queries.
- Publishing daily manual invoicing and upload dashboard to the leaders.
- Assist with month end close activities / Monitoring and analyzing various reports.
- Perform Credit & Rebill.

### Transaction processing Analyst, Accenture India Private Ltd.. Gurgaon, Haryana Oct. 2019 – Feb. 2020

- Ensure that the invoices are generated accurately as per the client agreement/requirement.
- Provide end to end support to Business Teams and coordinate between different departments like Operations, Collections and Auditors to ensure smooth functioning.
- Coordinate monthly billing reconciliation for all lines of business.

### Deduction Analyst, Genpact India Private Ltd.. Noida, Uttar Pradesh Dec. 2017 – May. 2019

- Adept at implementing effective debt collection procedures in accordance with industry guidelines.
- Negotiating payments while continuing to build a positive relationship with customers.
- Performed telephone contact with customers according to guidelines and standards to ensure repayment.
- Submission of recoveries to client in the consequent month for the approval.
- Quality review of repayment request sent to the client customers for recoveries.

### Financial Analyst, Alight Solutions India Pvt. Ltd. Noida, Haryana Oct. 2015 – Oct. 2017

- Contract review and Setup as per Sarbanes-Oxley (SOX) guide line.
- Generating Monthly/Quarterly client Invoices and editing invoice, independently handling client queries and requirements related to invoicing and reporting.
- Submit revenue accurately in accordance with US GAAP, other accounting requirements and contract terms.

## Personal info

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207-A , Pocket-B , Mayur Vihar  
Phase-2, Delhi, 110091 (IN)

## Tools

MS Office

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Microsoft Navision

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SAP

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Lotus Notes

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People Soft

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- Day to day interaction with client team (US, North America) to resolve the revenue, billing, project and ad-hoc request and to have an error free contract, revenue and Invoicing month.



## Core Competencies

- Expertise in Billing and Debt Collection
- Problem solving and analytical skills
- Strong leadership and Motivational skills
- Integrity
- Good Analytical abilities



## Awards

- Silver award Q1, Q4 2018
- Bronze award Q2 , 2018
- Appreciations from leaders for recovering \$1million in FY 2018
- Member of Blue Ribbon for quality
- Gold Award Q3 ,2020



## Education

**University Of Delhi, Delhi, Delhi**

Bachelor of Commerce, Finance, Sep. 2015